



Vermont Department of Health

Chemical Disclosure Program



Online Reporting System User Manual

I. Creating a User Account

VERMONT Secretary of State CORPORATIONS DIVISION

VERMONT Secretary of State JIM CONDO

CORPORATIONS DIVISION HOMEPAGE

ONLINE BUSINESS Service Center

STARTING YOUR BUSINESS IN VERMONT?

- Need Business Plan Advice?
- What Business Type to form?
- Where to go for Assistance, Training, Counseling?

GROWING YOUR BUSINESS IN VERMONT

- Looking for Government Procurement Opportunities?
- Looking for Grants and Public Financing Assistance

Business Startup Guide
[Click Here](#)

ONLINE SERVICES

- File Your Annual/Biennial Report
- Renew Your Trade Name
- File UCC lien
- UCC Search
- Business Search
- Trademark Search
- Start or Register Your Business
- File Business Amendments
- Change your Registered Agent
- End Your Business
- Obtain Certificate of Good Standing
- Verify Certificate of Good Standing

NOTICES

DECEMBER ANNUAL REPORTS CAN NOW BE FILED ONLINE.
NON-PROFIT BIENNIAL REPORTS AND LLP ANNUAL REPORT CAN NOW BE FILED
1/15/2016 - OCTOBER FISCAL YEAR END ANNUAL REPORTS DUE (CORPORATIONS)
1/15/2016 - OCTOBER FISCAL YEAR END ANNUAL REPORTS DUE (LLCS)

QUICK LINKS

- Business Expansion Guide
- VT Department of Tax
- VT Department of Labor
- IRS EIN Sign-Up
- How-To-File Annual Report
- Certified Record Request
- Business Statistics
- Corporations Fees
- Plain Business Record Request

Online Business Service Center Login

User ID:

Password:

☐ Remember Me

[Login](#) [Forgot Password](#) [Forgot User ID](#)

Never used our system in the past? Click button below to create an account

[Create A User Account](#)

The website supports EFT, AMEX, VISA, MASTER CARD and DISCOVER

Vermont.gov Accessibility Policy Privacy Policy Public Records Policy Disclaimer Contact Us Phone Help 211 800 VT Relay Service - Dial 711

If you have never logged into the Online Business Service Center, you will have to create a login account.

If you already have an account, you can sign in as-usual.

To begin, click “Create a User Account” next to the red arrow.

I. Creating a User Account

1 PROVIDE YOUR INFORMATION

2 PICK A PASSWORD

3 DONE!

First, enter your personal details:

Role: [Which role should I select?](#)

Name:
Individuals: Enter your first name then last name
Businesses: Enter your full business name

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Country:

Mobile Number:

Email Address:
(e.g. john@gmail.com)

Protect your business identity.
Want to be informed anytime
your record with us is
changed? Let us send you a
text message to your mobile
phone.

Step 1. Provide Your Information:

Fill in all required fields and click "Continue"

I. Creating a User Account

The screenshot shows a web form titled 'I. Creating a User Account'. At the top, there are three steps: '1 PROVIDE YOUR INFORMATION', '2 PICK A PASSWORD' (highlighted with an orange border), and '3 DONE!'. The form is divided into three sections: 'Choose your User ID', 'Choose your password', and 'Setting a security question'. In the 'Choose your User ID' section, the 'Enter Your Desired User ID:' field contains 'TestUser', and a green message 'TestUser is available' is displayed. A note below states: 'Note: Your User ID can only have uppercase or lowercase letters (a-z) and/or numbers (0-9)'. The 'Choose your password' section has 'Password:' and 'Re-enter Password:' fields, both filled with dots. To the right, a 'Password Strength' indicator shows a red bar and the word 'Weak'. The 'Setting a security question' section has a dropdown menu for 'Security Question:' set to 'What school did you attend for sixth grade?' and a text field for 'Your Answer:' containing 'CHMS'. A note below says: '(This is the answer you will need to remember, in case you forget your password)'. At the bottom are two buttons: 'Create My Account' and 'Back'.

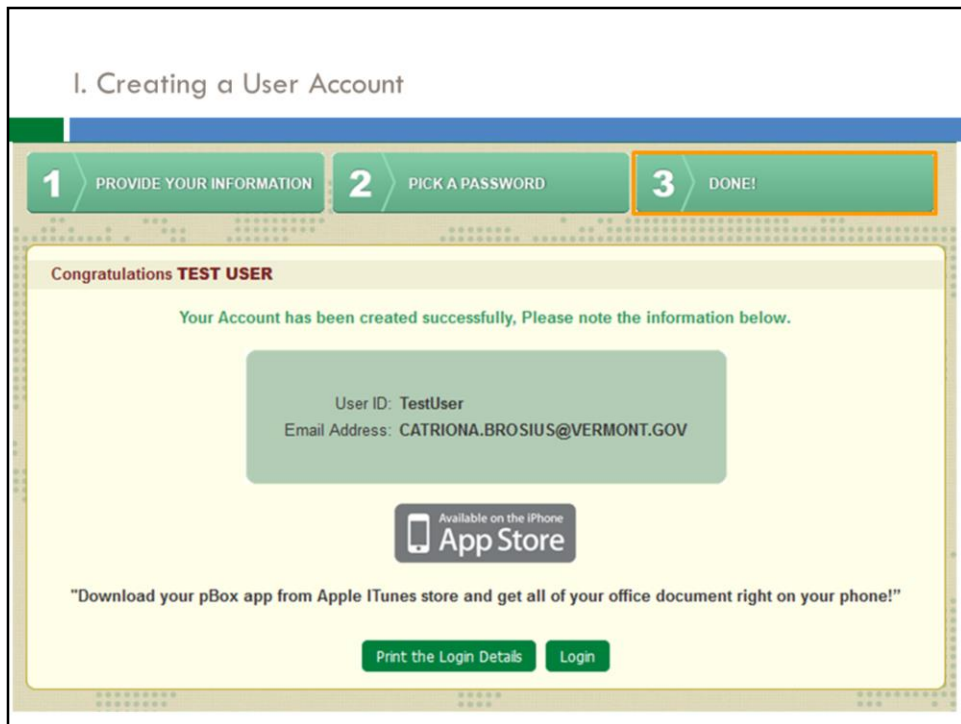
Step 2. Pick a User ID and Password:

When you enter a User ID, the system will check to see if it is available.

The system will measure the strength of your password as you type it.

Usernames may be a maximum of 9 digits.

Fill in all required fields and click "Create my Account"



Step 3. Done!

Click "Print Login Details" if you want to download a PDF of your login details.

If you would like to log into the system right away, click "Login"

You will receive an email confirmation that your account was created successfully.

I. Creating a User Account

You have successfully Registered with CORPORATIONS DIVISION ONLINE FILING PROCESS.

noreply@VTChemicalDisclosureProgram

Sent: Fri 5/6/2016 9:29 AM

To: Brosius, Catriona

Dear Test Manufacturer,

Your request was received and an account has been created for you with the details you have furnished. Every effort will be made to respond to your requests promptly.
Below are the details of your account.

Client ID: 000142608

Client Name: Test Manufacturer

User ID: UserTest1

You can access the CORPORATIONS DIVISION application using the following link.

<http://www.vtsosonline.com>

Thanks,
Corporations Division
802-828-2386.

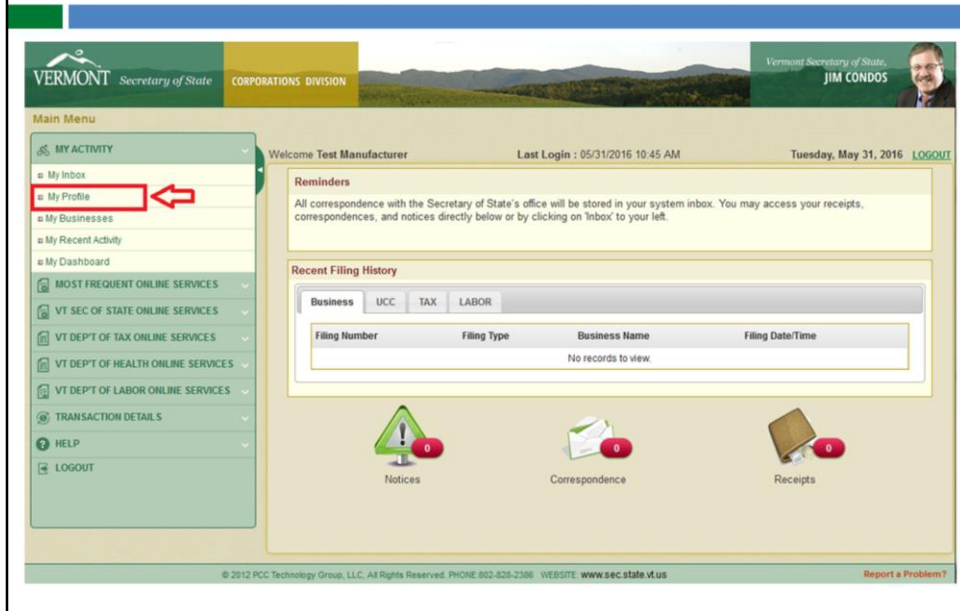
NOTE:

- This is an automatically generated message.
- Please do not reply to this email.

This is an example of a confirmation email.

Emails from the online system will come from
noreply@VTChemicalDisclosureProgram.

II. Changing your password



Changing your password can be done after you log into the system.

Under “My Activity” in the left menu, click “My Profile.”

You may need to click to expand the “My Activity” menu in order to see the options under it.

II. Changing your password

VERMONT Secretary of State **CORPORATIONS DIVISION**

Welcome Test Manufacturer Last Login : 05/31/2016 10:45 AM Tuesday, May 31, 2016 [LOGOUT](#)

Account Maintenance

Change Account Information:

User ID: *

Email Address: * Client Name: *

Password: * Password Strength Re-enter Password: *

Mobile Number:

Address:

Street Address 1: * Street Address 2:

City: * State: *

Zip Code: * Country:

In case you forget your password, you will be asked to provide the answer to your security question

Security Question: *

Your Answer: *

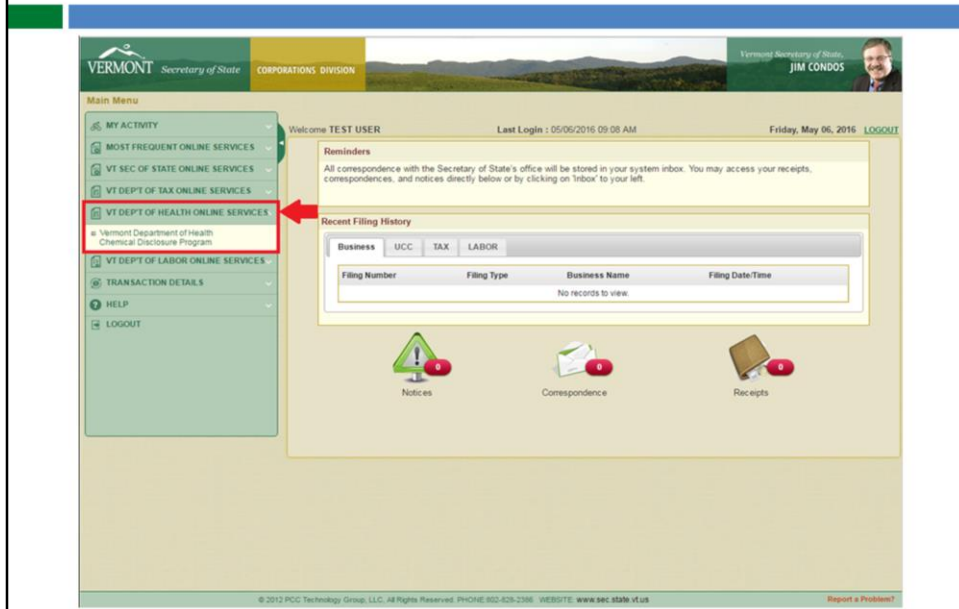
[Save](#) [Back](#)

[*] Indicates Required Field

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Type your new password into both password fields, then click save.

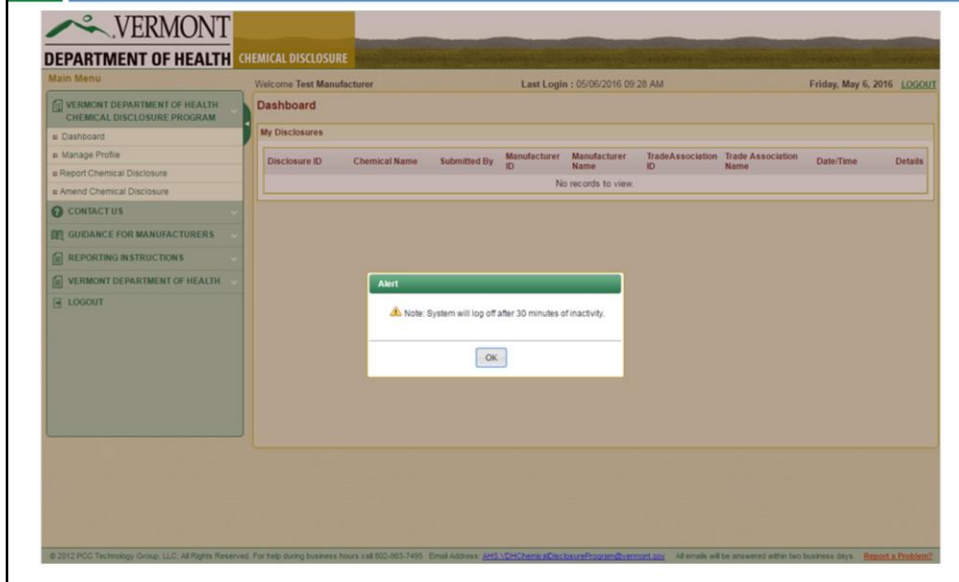
III. Entering the CDP Application



After you have logged in using the User ID and Password you created, locate “VT DEP’T OF HEALTH ONLINE SERVICES” on the left menu and click on it to expand it.

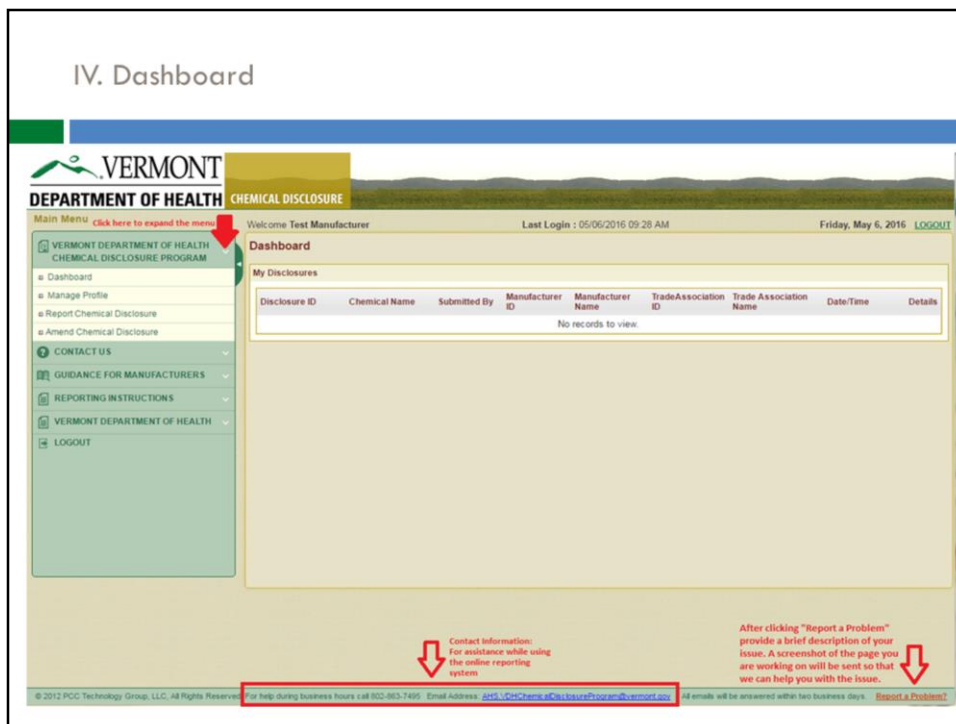
Then click “Vermont Department of Health Chemical Disclosure Program” to go to the Chemical Disclosure Program Application.

III. Entering the CDP Application



When you get to the CDP Application, you will see this alert.

The system will log off if your screen is idle for 30 minutes.



From this screen, you can view your submitted disclosures. There is nothing here right now because nothing has been reported yet.

Depending on the browser you are using, the Vermont Department of Health Chemical Disclosure Program menu on the left may stay expanded, or you may have to click to expand it.

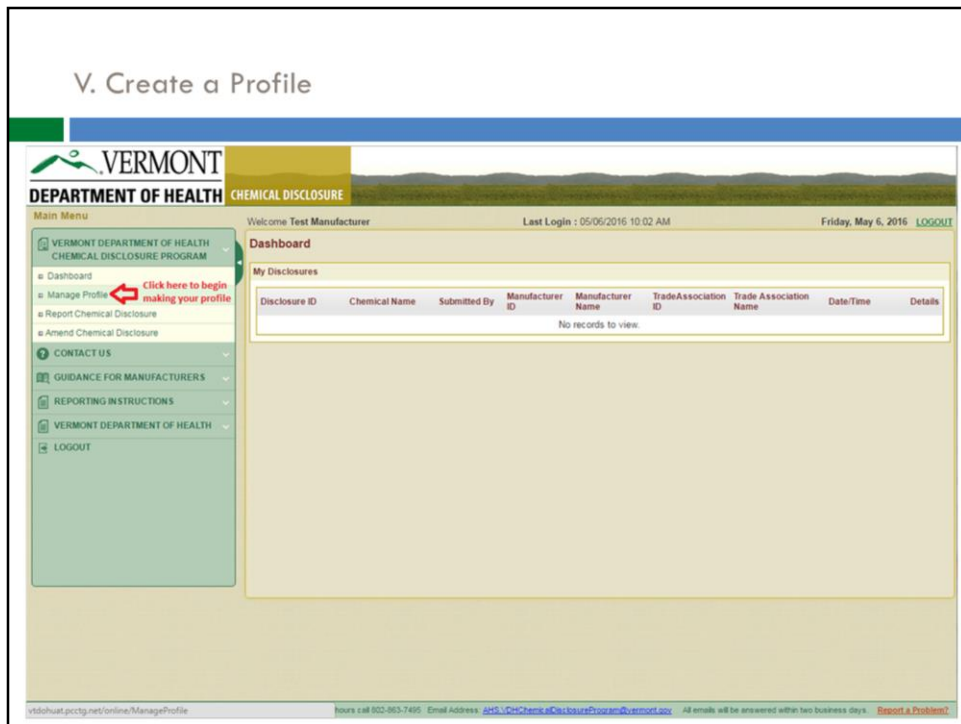
Other features on the dashboard:

Contact Us – If you need to contact the program, you can use the contact information at the bottom of the screen or click “Contact Us” on the left menu to view our contact information.

Report a Problem – If you need to report a problem with the online system, please click “Report a Problem” on the bottom right of the screen.

When you click “Report a Problem” the system will allow you to send a message to the program, and the message will include a screenshot so that we can view the screen you need help with.

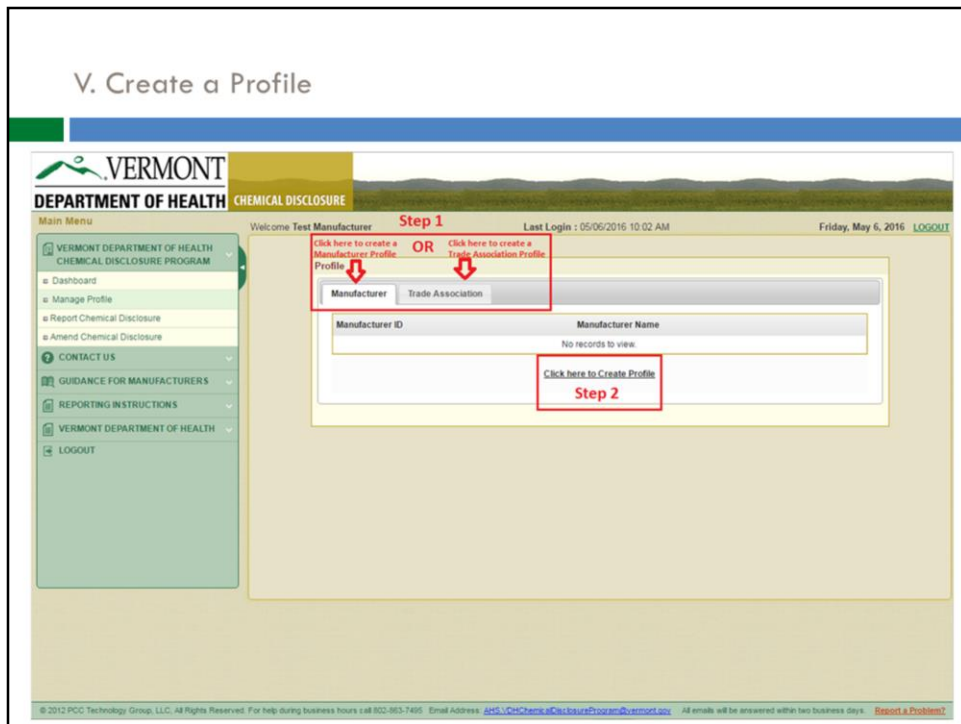
We recommend that you use the phone number to contact us if you have an urgent issue.



Before you begin submitting disclosures, you will need to create a manufacturer profile or a trade association profile.

This is separate from the site login information you provided when you created your account.

Click "Manage Profile" on the left menu to get started.



The first step in creating a profile is to tell the system whether you are a Manufacturer or Trade Association by clicking the appropriate tab.

Then click on the “Click to Create Profile” link.

V. Create a Profile
Manufacturer Profile

VERMONT
DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE

Main Menu
VERMONT DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE PROGRAM
Dashboard
Manage Profile
Report Chemical Disclosure
Amend Chemical Disclosure
CONTACT US
GUIDANCE FOR MANUFACTURERS
REPORTING INSTRUCTIONS
VERMONT DEPARTMENT OF HEALTH
LOGOUT

Welcome Test Manufacturer
Last Login : 05/06/2016 10:02 AM
Friday, May 6, 2016
LOGOUT

Manufacturer Profile Creation

Manufacturer Information
Name of Manufacturer * Test Manufacturer

Physical Address of Manufacturer
Address line 1 * 123 Test Manufacturer Street
City * Burlington
Country * United States
Address line 2:
State * Vermont
Zip Code * 05402

Contact Person Information
Name * Test Manufacturer Contact
Address line 1 * 234 Test Contact Street
City * Burlington
Country * United States
Email * catrona.brosius@vermont.gov
Address line 2:
State * Vermont
Zip Code * 05402
Phone * (802) 123-1234

Do you want to select a Trade Association who can report a Chemical Disclosure on your behalf: ☒ Yes ☐ No

[Back](#) [Continue](#) [Clear](#)

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Creating a Manufacturer Profile:

Fill in all required information.

You will not be able to change the Name of Manufacturer field once the profile is created so be sure to type it correctly.

If you want to select a trade association to report on your behalf, you can do so on this screen.

Select "Yes" at the bottom of the screen and click "Continue."

If you do *not* want to select a trade association, select "No" and click "Continue."

V. Create a Profile

Adding a Trade Association

Main Menu

- VERMONT DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE PROGRAM
- Dashboard
- Manage Profile
- Report Chemical Disclosure
- Amend Chemical Disclosure
- CONTACT US**
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome Test Manufacturer

Last Login : 05/06/2016 11:00 AM

Friday, May 6, 2016 [LOGOUT](#)

Manufacturer Profile Creation

Manufacturer Information

Name of Manufacturer :

Physical Address of Manufacturer

Address line 1 : Address line 2 :

City : State :

Country : Zip Code :

Contact Person Information

Name :

Address line 1 : Address line 2 :

City : State :

Country : Zip Code :

Email : Phone :

Do you want to select a Trade Association who can report a Chemical Disclosure on your behalf? ☒ Yes ☐ No

Search Trade Association

Trade Association Name : [Search](#)

Select	Trade Association ID	Trade Association Name	Address
<input checked="" type="radio"/>	0000015	Test Trade Association 2	2 TA STREET, BURLINGTON, VT, 05402, USA

Page 1 of 1, records 1 to 1 of 1

[Add](#)

[Back](#) [Continue](#) [Clear](#)

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A trade association must already have a profile in the system in order for a manufacturer to add them.


To add a trade association, type the name of the trade association that you would like to select, and click “Search.”

If the trade association already has a profile, their name will appear in the bottom of the screen.

Select the trade association and click “Add” and then click “Continue.”

V. Create a Profile

Review Screen



Main Menu

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
- Dashboard
- Manage Profile
- Report Chemical Disclosure
- Amend Chemical Disclosure
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome Test Manufacturer
Last Login : 06/22/2016 12:16 PM
Wednesday, June 22, 2016
[LOGOUT](#)

Update Manufacturer Profile

Manufacturer Information

Name of Manufacturer: Test Manufacturer

Physical Address of Manufacturer

Full Address: 123 Test Manufacturer Street, Burlington, VT, 05402, USA

Contact Person Information

Name: Test Manufacturer Contact
Full Address: 234 Test Contact Street, Burlington, VT, 05402, USA
Email: catriona.brosius@vermont.gov
Phone: (802) 123-1234

Contact Person Information

Do you want to select a Trade Association who can report a Chemical Disclosure on your behalf: ☒ Yes ☐ No

Trade Association

Trade Association ID	Trade Association Name
15	Test Trade Association 2

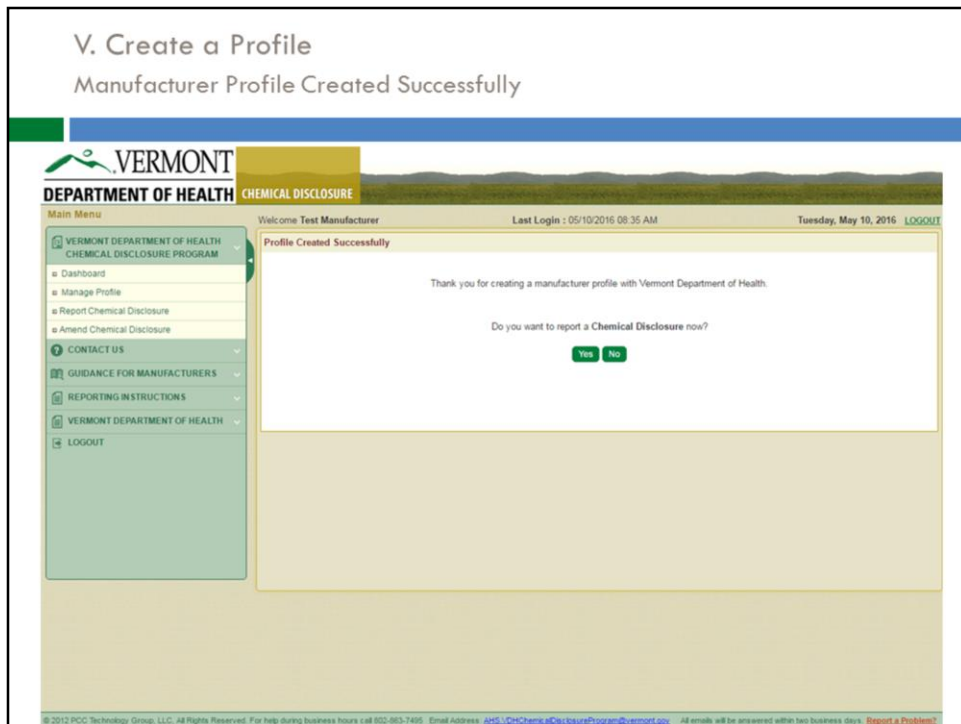
[Back](#)
[CLICK HERE TO SAVE YOUR PROFILE](#)

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Review your information to make sure it is correct.

If you need to change anything, click the “Back” button.

If everything looks good, click on the “Click Here to Save Your Profile” button.



Manufacturer Profile Created Successfully – You will see a confirmation screen when your profile has been created successfully.

If you would like to immediately report a chemical disclosure, click “Yes” on this screen.

If you click “No” you will return to the dashboard.

V. Create a Profile

Trade Association

[Main Menu](#)
Welcome Catriona
Last Login : 06/22/2016 01:28 PM
Wednesday, June 22, 2016
[LOGOUT](#)

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
 - Dashboard
 - Manage Profile
 - Report Chemical Disclosure
 - Amend Chemical Disclosure
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Profile

Manufacturer	Trade Association
<div> <div>Trade Association ID</div> <div>Trade Association Name</div> </div> <p>No records to view.</p> <p> Click here to Create Profile Step 2 - Click Here </p>	


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To create a Trade Association profile:

After clicking “Manage Profile” on the left menu, click the Trade Association Tab, then click “Click here to Create Profile”

V. Create a Profile

Trade Association



VERMONT
DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE

Welcome Catriona
 Last Login : 06/22/2016 01:28 PM
 Wednesday, June 22, 2016 [LOGOUT](#)

Main Menu

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
- Dashboard
- Manage Profile
- Report Chemical Disclosure
- Amend Chemical Disclosure
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Trade Association Profile Creation

Trade Association Information

Name of Trade Association:

Physical Address of Trade Association

Address line 1: Address line 2:

City: State:

Country: Zip Code:

Contact Person Information

Name:

Address line 1: Address line 2:

City: State:

Country: Zip Code:

Email: Phone:

[Back](#)
[Continue](#)
[Clear](#)


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Fill in all required information.

You will not be able to change the “Name of Trade Association” field once the profile is created so be sure to type it correctly.

V. Create a Profile

Trade Association


VERMONT
 DEPARTMENT OF HEALTH

CHEMICAL DISCLOSURE

Main Menu

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
- Dashboard
- Manage Profile
- Report Chemical Disclosure
- Amend Chemical Disclosure
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome Catriona
Last Login : 05/22/2015 01:28 PM
Wednesday, June 22, 2016 [LOGOUT](#)

Trade Association Profile Creation

Trade Association Information

Name of Trade Association: **Test Trade Association**

Physical Address of Trade Association

Full Address: **123 Test TA Street, Burlington, VT, 05402, USA**

Contact Person Information

Name: **Test TA Contact**

Full Address: **234 Test Contact Street, Burlington, VT, 05402, USA**

Email: **catriona.brosius@vermont.gov** Phone: (802) 123-1234

Back
CLICK HERE TO SAVE YOUR PROFILE

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Review your information to make sure it is correct.

If you need to change anything, click the “Back” button.

If everything looks good, click on the “Click Here to Save Your Profile” button.

VI. Report a Chemical Disclosure

The screenshot displays the Vermont Department of Health Chemical Disclosure Program interface. The left sidebar contains a 'Main Menu' with the following items: VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM, Dashboard, Manage Profile, Report Chemical Disclosure (highlighted with a red arrow), Amend Chemical Disclosure, CONTACT US, GUIDANCE FOR MANUFACTURERS, REPORTING INSTRUCTIONS, VERMONT DEPARTMENT OF HEALTH, and LOGOUT. The main content area is titled 'Dashboard' and shows a 'Welcome Test Manufacturer' message. It includes a 'Last Login' timestamp of 05/10/2016 08:35 AM and the current date, Tuesday, May 10, 2016. Below this is a 'My Disclosures' section with a table. The table has the following columns: Disclosure ID, Chemical Name, Submitted By, Manufacturer ID, Manufacturer Name, Trade Association ID, Trade Association Name, Date/Time, and Details. The table is currently empty, displaying 'No records to view.'

To report a chemical for the first time in a reporting period, click “Report Chemical Disclosure” on the left menu.

If you don’t see that menu option, you may have to click on “VT Department of Health Chemical Disclosure Program” at the top of the menu to expand it.

VI. Report a Chemical Disclosure

The screenshot shows a web interface for reporting a chemical disclosure. At the top, a progress bar indicates four steps: Disclosure Information, Review, Payment, and Done. Below this, a warning message states: "Any incomplete disclosures will be lost upon leaving this page. Complete and pay for all disclosures before navigating away from this page." The main form area is titled "Chemical Disclosure" and contains several input fields: "Manufacturer" (set to "Test Manufacturer"), "Chemical Abstracts Services Registry Number (CAS) Chemical Name" (a dropdown menu), "Upload Brand Name/Product Model Excel File" (a text input), "What is the chemical's primary function in the product?" (a dropdown menu), "Which component of the product has the chemical?" (a dropdown menu), "Brick" (a dropdown menu), "What is the maximum concentration of the chemical in the component?" (a dropdown menu), and "Trade Secret" (set to "No"). A green button at the bottom says "Add Data for this Chemical to my Disclosure". A green alert box is overlaid on the form, displaying the same warning message and an "OK" button.

When you get to the “Report a Chemical Disclosure” screen, you will see a pop-up message alerting you that your data is not saved until you pay for your disclosure. In other words, if you click away from this screen in the middle of a chemical disclosure, your data will not be there when you return.

If you are concerned about having enough time to create your report, you can just add your product model/brand name excel file, one component, function, brick, and concentration; then pay. You can come back to that report to add more information by using the Amend function (which is explained in part VIII. Amending a Chemical Disclosure).

VI. Report a Chemical Disclosure

Reporting as a Manufacturer

Chemical Disclosure

Disclosure Information

Review

Payment

Done

his page. Complete and pay for all disclosures before navigating away from this page.

Chemical Disclosure

Manufacturer: **Test Manufacturer**

Chemical Abstracts Services Registry Number (CAS) Chemical Name:

-Select-

[Click Here](#) to download the Brand Name and Product Model Excel upload template

Upload Brand Name/Product Model Excel File:

-Select-

What is the chemical's primary function in the product?:

-Select-

Which component of the product has the chemical?:

-Select-

Brick:

-Select-

50-00-0 Formaldehyde

62-53-3 Aniline

62-75-9 N-Nitrosodimethylamine

71-43-2 Benzene

73-01-6 Vinyl Chloride

75-07-0 Acetaldehyde

75-09-2 Methylene chloride

75-15-0 Carbon disulfide

78-93-3 Methyl ethyl ketone

79-34-5 1,1,2,2-Tetrachloroethane

79-94-7 Tetrabromobisphenol A

80-05-7 Bisphenol A

84-66-2 Diethyl phthalate

84-74-2 Dibutyl phthalate

84-75-3 Di-n-hexyl Phthalate

85-44-9 Phthalic anhydride

Reporting as a Trade Association

Chemical Disclosure

Disclosure Information

Review

Payment

Done

Any incomplete disclosures will be lost upon leaving this page. Complete and pay for all disclosures before navigating away from this page.

Chemical Disclosure

Manufacturer:

--Select--

Chemical Abstracts Services Registry Number (CAS) Chemical Name:

--Select--

[Click Here](#) to download the Brand Name and Product Model Excel upload template

Upload Brand Name/Product Model Excel File:

-Select-

Select File

Upload

What is the chemical's primary function in the product?:

-Select-

Which component of the product has the chemical?:

-Select-

Brick:

-Select-

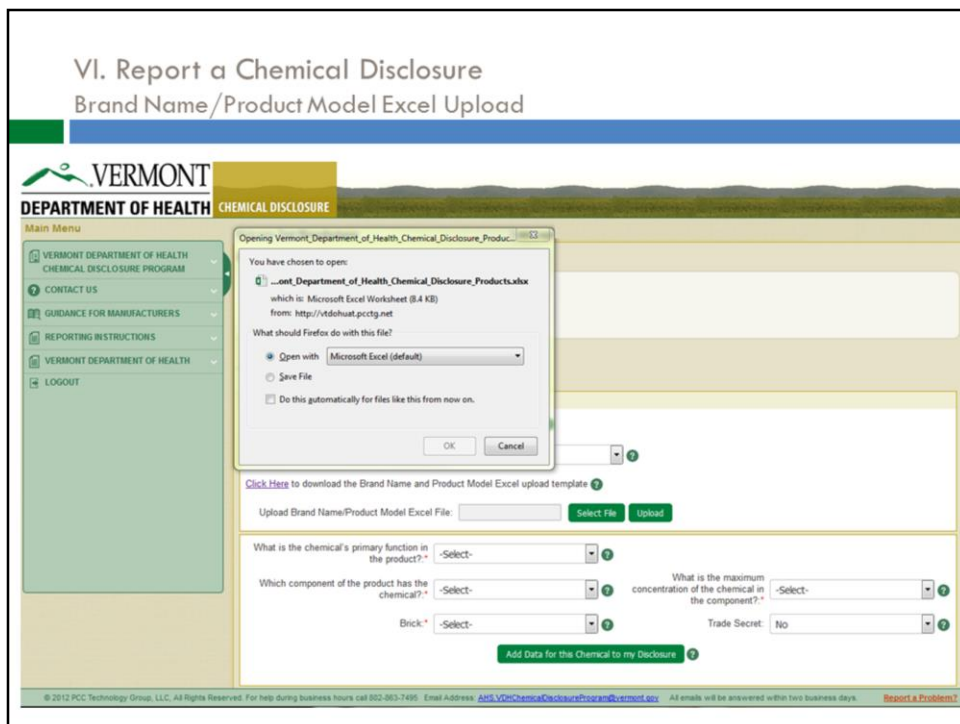
What is the chemical's concentration in the product?:

-Select-

Add Data for this Chemical to my Disclosure

If you are a trade association, the manufacturer(s) who have added you will be available in a dropdown list and you must select one before selecting a chemical.

Start by selecting a chemical from the dropdown list. In this example, we are reporting Vinyl Chloride.



The next step is the Brand Name/Product Model Excel upload.

If you haven't already downloaded it from the Chemical Disclosure Program website, click to download the Excel template.

If you were actually reporting vinyl chloride, you would fill out this template with the brand name and product model combinations for all of your children's products that contain the Vinyl Chloride.

Note –Do not change the column headings in the file or it will not be accepted when you upload it. You may rename the file.

VI. Report a Chemical Disclosure

Brand Name/Product Model Excel Upload

Main Menu

- VERMONT DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE PROGRAM
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome **TEST USER** Last Login : 04/13/2016 02:53 PM Wednesday, April 13, 2016 [LOGOUT](#)

Chemical Disclosure

Disclosure Information Review Payment Done

g this page. Complete and pay for all disclosures before navigating away from this page.

Chemical Disclosure

Manufacturer: **Test Manufacturer**

Chemical Abstracts Services Registry
Number (CAS) Chemical Name: **75-01-4 Vinyl chloride**

[Click Here](#) to download the Brand Name and Product Model Excel upload template

Upload Brand Name/Product Model Excel
File: **Test.xlsx** **Select File** **Upload** Click here to upload the file after you select it.

What is the chemical's primary function in the product? **-Select-**

Which component of the product has the chemical? **-Select-**

What is the maximum concentration of the chemical in the component? **-Select-**

Brick: **-Select-** Trade Secret: **No**

Add Data for this Chemical to my Disclosure

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Once you have filled out the excel file and saved it to your computer, click “Select File” to locate the file in your computer folders.

Click “Upload” on the screen to upload the file.

If your brand name/product models do not all fit on one excel sheet (if you need more rows than the capacity of an excel sheet), upload a second excel after the first one successfully uploads.

If the file has hundreds of thousands of rows, the upload may take a few minutes.

When the file has successfully uploaded, the name of your file will appear to the right of the upload button and you will see a pop-up message telling you that the file was uploaded successfully.

VI. Report a Chemical Disclosure Function Set

VERMONT DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE

Main Menu

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
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- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome Test Manufacturer Last Login : 05/10/2016 10:57 AM Tuesday, May 10, 2016 LOGOUT

Chemical Disclosure

Disclose Information Review Repeat Done

navigating away from this page.

Chemical Disclosure

Manufacturer: Test Manufacturer

Chemical Abstracts Services Registry Number (CAS# Chemical Name): 75-01-4 Vinyl chloride

[Click here to download the Brand Name and Product Model Excel upload template](#)

Upload Brand Name/Product Model Excel File: [Test.xlsx](#)

What is the chemical's primary function in the product? -Select-

Which component of the product has the chemical? -Select-

Brick -Select-

What is the maximum concentration of the chemical in the component? -Select-

Trade Secret: No

Chemical Function	Component	Concentration	Brick	Actions
Coloration/Pigments/Dyes/inks	Surface coatings (paints, plating, waterproofing etc.)	Equal to or more than 500 ppm but less than 1,000 ppm	100%132 Shirts/Blouses/Polo Shirts/T-shirts	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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The next step in the disclosure process is providing function sets.

The function set is what we call the combination of function, component, brick, and concentration that describes a chemical's use in a product.

The function set combinations describe a chemical's use in a product, or group of products.

After you have selected a function, component, brick, and concentration from the dropdown menus, indicate whether the information is trade secret by selecting yes/no in the dropdown.

Click "Add Data for this Chemical to my Disclosure" and the information you have selected will appear at the bottom of the screen.

If you want to continue adding data for a chemical, simply add functions, components, concentrations, and bricks until you are done.

Click the "Add Data for this Chemical to my Disclosure" button after each time you add more data.

If you have finished adding data for a chemical and you are not going to disclose data for another chemical, click "Save this Disclosure and Pay."

If you have finished adding data for a chemical and you need to add data for a different chemical, click "Save this Disclosure and Add Chemical Data for a NEW Chemical."

VI. Report a Chemical Disclosure

Adding Data for a New Chemical

After clicking "Save this Disclosure and Add Chemical Data for a NEW Chemical" your saved disclosure will appear here at the bottom of the screen.

Disclosure ID	Manufacturer	CAS - Chemical Name	File Upload	Actions										
000025-75014-2016	Test Manufacturer	75-01-4 Vinyl chloride	20160610134930.xlsx											
<table border="1"> <thead> <tr> <th>Chemical function</th> <th>Component</th> <th>Concentration</th> <th>Brick</th> <th>Trade Select</th> </tr> </thead> <tbody> <tr> <td>Coloration/Pigments/Dyes/Inks</td> <td>Surface coatings (paints, plating, waterproofing etc.)</td> <td>Equal to or more than 500 ppm but less than 1,000 ppm</td> <td>10001352 Shirts/Blouses/Polo Shirts/T-shirts</td> <td>No</td> </tr> </tbody> </table>					Chemical function	Component	Concentration	Brick	Trade Select	Coloration/Pigments/Dyes/Inks	Surface coatings (paints, plating, waterproofing etc.)	Equal to or more than 500 ppm but less than 1,000 ppm	10001352 Shirts/Blouses/Polo Shirts/T-shirts	No
Chemical function	Component	Concentration	Brick	Trade Select										
Coloration/Pigments/Dyes/Inks	Surface coatings (paints, plating, waterproofing etc.)	Equal to or more than 500 ppm but less than 1,000 ppm	10001352 Shirts/Blouses/Polo Shirts/T-shirts	No										

Save this Disclosure and Pay

After clicking "Save this Disclosure and Add Chemical Data for a NEW Chemical" the first chemical's data moves down to the bottom of the screen, and you are now able to select a different chemical.

You will be required to upload a new Brand Name/Product Model excel for any additional chemicals that you report.

When you are done reporting all chemicals, click "Save this Disclosure and Pay" to continue to the review screen.

VI. Report a Chemical Disclosure Review Screen

VERMONT
 DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE

Welcome Test Manufacturer
 Last Login : 05/10/2016 12:16 PM
 Tuesday, May 10, 2016 [LOGOUT](#)

Main Menu

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
- Dashboard
- Manage Profile
- Report Chemical Disclosure
- Amend Chemical Disclosure
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Chemical Disclosure

Manufacturer: Test Manufacturer

[Expand All](#) | [Collapse All](#)

B
2000025-75014-2016

Test Manufacturer
75-01-4 Vinyl chloride

[20160510121712.xlsx](#)

Chemical function	Component	Concentration	Brick	Trade Select
Coloration/Pigments/Dyes/inks	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Equal to or more than 500 ppm but less than 1,000 ppm	10001352 Shirts/Blouses/Polo Shirts/T-shirts	No

B
2000025-94133-2016

Test Manufacturer
94-13-3 Propyl paraben

[20160510131623.xlsx](#)

Chemical function	Component	Concentration	Brick	Trade Select
Preservative	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Equal to or more than 1,000 ppm but less than 5,000 ppm	10000330 Cleansing/Washing/Soap - Body	No

Click here if you need to edit a disclosure
Go Back to Edit

Click here if everything looks good and you are ready to pay.
Continue to Payment Screen

There are two disclosures here (circled in red) so the fee will be \$400.
 If everything on the screen is correct and you do not need to make any changes, click
 "Continue to Payment Screen"

NOTE – Once you pay for a disclosure, data can be added to it, but you will not be able to edit any of the information, so now is the time to make sure all is correct.

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VII. Pay for a Chemical Disclosure

☐ **CLICK THIS CHECK BOX TO INDICATE AGREEMENT WITH THE FOLLOWING STATEMENTS REGARDING**

Vermont Department of Health will not provide refunds.

I would like to pay using ...

☐ Credit/Debit Card ☒ ACH

Credit Card

Credit Card Information:	Billing Address:	Filing Fee
Credit/Debit Card Number: <input style="width: 100%;" type="text"/> First Name: <input style="width: 100%;" type="text"/> Last Name: <input style="width: 100%;" type="text"/> Expiration Date: Month: <input style="width: 20%;" type="text"/> Year: <input style="width: 20%;" type="text"/> Security Code: <input style="width: 20%;" type="text"/> What is this?	Street Address: <input style="width: 100%;" type="text"/> City: <input style="width: 100%;" type="text"/> State: <input style="width: 100%;" type="text"/> Zip Code: <input style="width: 100%;" type="text"/> Country: <input style="width: 100%;" type="text"/>	No of Disclosure: 2 Fee per Disclosure: \$200.00 Total Fee: \$400.00

ACH

Account Information:	Billing Address:	Filing Fee
Bank Name: <input style="width: 100%;" type="text"/> Bank Account Number: <input style="width: 100%;" type="text"/> Account Holder Name: <input style="width: 100%;" type="text"/> Bank Account Type: <input style="width: 100%;" type="text"/> Routing Number: <input style="width: 100%;" type="text"/>	Street Address: <input style="width: 100%;" type="text"/> City: <input style="width: 100%;" type="text"/> State: <input style="width: 100%;" type="text"/> Zip Code: <input style="width: 100%;" type="text"/> Country: <input style="width: 100%;" type="text"/>	No of Disclosure: 1 Fee per Disclosure: \$200.00 Total Fee: \$200.00

Pay Securely using ACH
Back

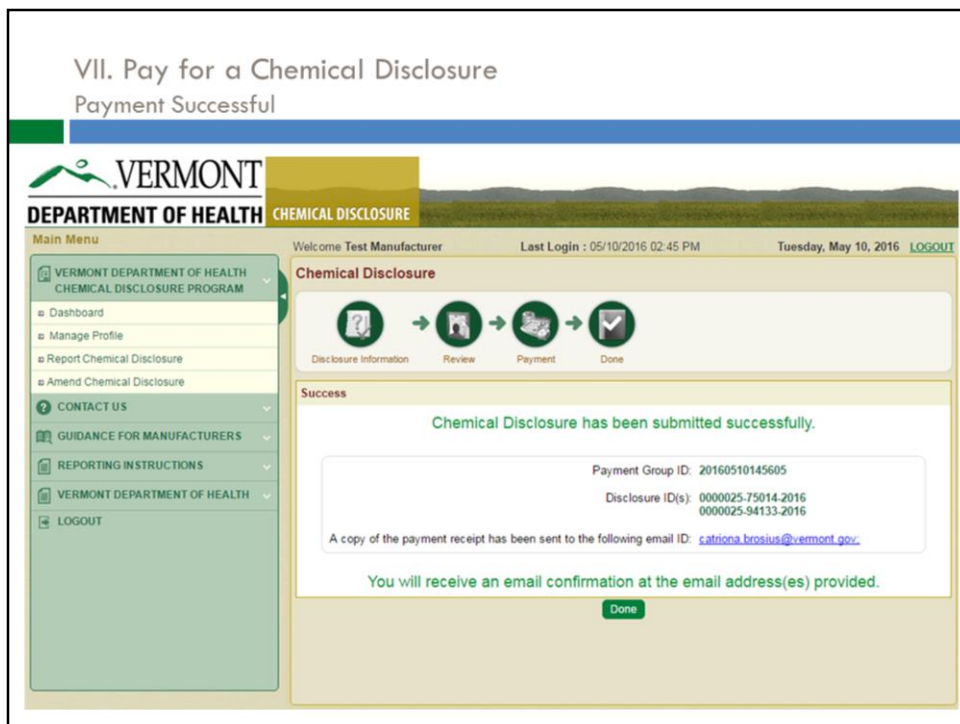
Check the box to indicate that you have read the refund statement.

Select either Credit/Debit or ACH for payment.

Paying with Credit/Debit – Fill in the credit/Debit Card information, add the payment address, then click “Pay Securely using Credit Card.”

Paying with ACH – Fill in bank information, add the payment address, then click “Pay Securely using ACH.”

From this screen, you can click “Back” to go back to the review screen.



When your payment is accepted, you will see this screen.
You will also receive an email confirmation with a receipt attached.

Payment group ID – The payment group ID will appear on your receipt. It is a way to identify the payment attached to the disclosures submitted.

Disclosure ID – The disclosure ID is a unique ID associated with the chemical that has been reported in a reporting period.

VIII. Amend a Chemical Disclosure

VERMONT
DEPARTMENT OF HEALTH **CHEMICAL DISCLOSURE**

Main Menu: VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM

- Dashboard
- Manage Profile
- Report Chemical Disclosure
- Amend Chemical Disclosure
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome Test Manufacturer Last Login : 05/10/2016 02:45 PM Tuesday, May 10, 2016 LOGOUT

Dashboard

My Disclosures

Disclosure ID	Chemical Name	Submitted By	Manufacturer ID	Manufacturer Name	Trade Association ID	Trade Association Name	Date/Time	Details
0000025-75014-2016	75-01-4 Vinyl chloride	Test Manufacturer	0000025	Test Manufacturer	N/A	N/A	5/10/2016 2:56:06 PM	Details
0000025-94133-2016	94-13-3 Propyl paraben	Test Manufacturer	0000025	Test Manufacturer	N/A	N/A	5/10/2016 2:56:10 PM	Details

Page 1 of 1, records 1 to 2 of 2

Amending a chemical disclosure means adding more information to an existing disclosure.

You can amend a disclosure if you have already paid for a chemical disclosure but need to add more brand name/product model data, or additional function sets to the disclosure.

Click "Amend a Chemical Disclosure" in the left menu.

VIII. Amend a Chemical Disclosure

The screenshot displays the 'Chemical Disclosure Amendment' page within the Vermont Department of Health Chemical Disclosure Program. The interface includes a main menu on the left with options like Dashboard, Manage Profile, Report Chemical Disclosure, Amend Chemical Disclosure, CONTACT US, GUIDANCE FOR MANUFACTURERS, REPORTING INSTRUCTIONS, VERMONT DEPARTMENT OF HEALTH, and LOGOUT. The main content area shows a 'Welcome Test Manufacturer' message, the last login time (05/10/2016 02:45 PM), and the current date (Tuesday, May 10, 2016). Below this, there are three steps: Disclosure Information, Review, and Done. The 'Select Disclosure ID' section features a dropdown menu with the following options: --Select--, 0000025-75014-2016 [75-01-4 Vinyl chloride], and 0000025-94133-2016 [94-13-3 Propyl paraben].

In the dropdown list, select the chemical disclosure that you would like to amend and click “Continue.”

VIII. Amend a Chemical Disclosure

The screenshot shows the 'Chemical Disclosure Amendment' page of the Vermont Department of Health's online system. The page has a green sidebar menu on the left with options like 'Dashboard', 'Manage Profile', 'Report Chemical Disclosure', and 'Amend Chemical Disclosure'. The main content area is titled 'Chemical Disclosure Amendment' and includes a 'Welcome Test Manufacturer' message. It displays the 'Chemical Disclosure' details for a specific disclosure ID (000025-94133-2016) for the manufacturer 'Test Manufacturer'. The chemical is identified as '44.13.3 Propyl paraben'. There is a section for uploading a 'Brand Name/Product Model Excel File' with a 'Select File' button and an 'Upload' button. Below this, there are several dropdown menus for selecting chemical information: 'What is the chemical's primary function in the product?', 'Which component of the product has the chemical?', 'What is the maximum concentration of the chemical in the component?', and 'Brick?'. A table at the bottom lists existing chemical data with columns for 'Chemical Function', 'Component', 'Concentration', 'Brick', and 'Actions'. The table contains one entry for 'Preservative' with a concentration of 'Equal to or more than 1,000 ppm but less than 5,000 ppm' and a brick value of '10000330 Cleansing/Washing Soap - Body'. A 'Save and Continue to Review Screen' button is at the bottom.

VERMONT
DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE

Welcome Test Manufacturer
Last Login : 05/10/2016 02:45 PM
Tuesday, May 10, 2016 LOGOUT

Main Menu
VERMONT DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE PROGRAM
Dashboard
Manage Profile
Report Chemical Disclosure
Amend Chemical Disclosure
CONTACT US
GUIDANCE FOR MANUFACTURERS
REPORTING INSTRUCTIONS
VERMONT DEPARTMENT OF HEALTH
LOGOUT

Chemical Disclosure Amendment

Disclosure Information
Amend
Done

Chemical Disclosure
Disclosure ID: 000025-94133-2016 [94.13.3 Propyl paraben]
Manufacturer: Test Manufacturer
Chemical Abstracts Services Registry Number (CAS): Chemical Name: 44.13.3 Propyl paraben
[Click Here](#) to download the Brand Name and Product Model Excel upload template
Upload Brand Name/Product Model Excel File:
Note: Please upload the updated Brand Name and Product Model List. This list will be added to prior lists.

What is the chemical's primary function in the product?
Which component of the product has the chemical?
What is the maximum concentration of the chemical in the component?
Brick? Trade Secret:

Chemical Function	Component	Concentration	Brick	Actions
Preservative	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Equal to or more than 1,000 ppm but less than 5,000 ppm	10000330 Cleansing/Washing Soap - Body	

© 2012 PDC Technology Group, LLC. All Rights Reserved. For help during business hours call 802-860-7400. Email Address: vermont.chemicaldisclosure@state.vt.us All records will be processed within two business days. [Report a Problem](#)

You will see the previously-added (paid-for) data on the bottom of this screen.

The rest of the process is very similar to reporting a chemical disclosure, except that a brand name/product model excel is not required.

There is no fee for amendments.

NOTE – If you add another product model/brand name excel file, the data in the new excel file will be added to the data in any previous excel uploads. If you do not want duplicated data on your record, only upload new brand name/product model data

VIII. Amend a Chemical Disclosure

The screenshot shows the 'Chemical Disclosure Amendment' form in the Vermont Department of Health's online system. The interface includes a main menu on the left with options like 'Dashboard', 'Manage Profile', 'Report Chemical Disclosure', and 'Amend Chemical Disclosure'. The main content area displays the 'Chemical Disclosure' details for a specific disclosure ID (000025-94133-2016 [94-13-3 Propyl paraben]). It shows the manufacturer as 'Test Manufacturer' and the chemical name as '94-13-3 Propyl paraben'. Below this, there are fields for 'What is the chemical's primary function in the product?', 'Which component of the product has the chemical?', and 'What is the maximum concentration of the chemical in the component?'. A table at the bottom lists chemical functions, components, concentrations, and actions (edit/delete). A red note at the bottom left states: 'Your newly added data will appear at the bottom of the screen after you click "Add Data for this Chemical to my Disclosure"'. A green button at the bottom right says 'Save and Continue to Review Screen'.

VERMONT
DEPARTMENT OF HEALTH

Chemical Disclosure

Welcome Test Manufacturer Last Login : 05/12/2016 09:14 AM Thursday, May 12, 2016 LOGOUT

Chemical Disclosure Amendment

Disclosure ID: 000025-94133-2016 [94-13-3 Propyl paraben]
Manufacturer: Test Manufacturer
Chemical Abstracts Services Registry Number (CAS): 94-13-3 Propyl paraben
Chemical Name: 94-13-3 Propyl paraben

[Click Here](#) to download the Brand Name and Product Model Excel upload template
Upload Brand Name/Product Model Excel File:

Note: Please upload the updated Brand Name and Product Model List. This list will be added to prior lists.

What is the chemical's primary function in the product? -Select-
Which component of the product has the chemical? -Select-
What is the maximum concentration of the chemical in the component? -Select-
Brick: -Select- Trade Secret: No

Chemical Function	Component	Concentration	Brick	Actions
Preservative	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Equal to or more than 1,000 ppm but less than 5,000 ppm	10000330 Cleansing/Washing/Soap - Body	
Preservative	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Equal to or more than 1,000 ppm but less than 5,000 ppm	10000356 Skin Care/Moisturising Products	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Your newly added data will appear at the bottom of the screen after you click "Add Data for this Chemical to my Disclosure"

When you amend a disclosure, the additional data appears at the bottom of the screen. The new data will have edit/delete buttons next to it, but previously-added data will not.

Once you are done amending this disclosure, click "Save and Continue to Review Screen."

VIII. Amend a Chemical Disclosure

The screenshot shows the 'Chemical Disclosure Amendment' page of the Vermont Department of Health's Chemical Disclosure Program. The page has a green header with the Vermont state logo and 'DEPARTMENT OF HEALTH' text. A left sidebar contains a 'Main Menu' with links to Dashboard, Manage Profile, Report Chemical Disclosure, Amend Chemical Disclosure, CONTACT US, GUIDANCE FOR MANUFACTURERS, REPORTING INSTRUCTIONS, VERMONT DEPARTMENT OF HEALTH, and LOGOUT. The main content area is titled 'Chemical Disclosure Amendment' and includes a progress bar with three steps: Disclosure Information, Review, and Done. Below this, the 'Chemical Disclosure' section displays the following information:

- Disclosure ID: 0000025-94133-2016
- Manufacturer: Test Manufacturer
- Chemical Abstracts Services Registry Number (CAS) Chemical Name: 94-13-3 Propyl paraben
- File Upload: (empty field)

Below the disclosure information is a table with four columns: Chemical Function, Component, Concentration, and Brick.

Chemical Function	Component	Concentration	Brick
Preservative	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Equal to or more than 1,000 ppm but less than 5,000 ppm	10000330 Cleansing/Washing/Soap - Body
Preservative	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Equal to or more than 1,000 ppm but less than 5,000 ppm	10000356 Skin Care/Moisturizing Products

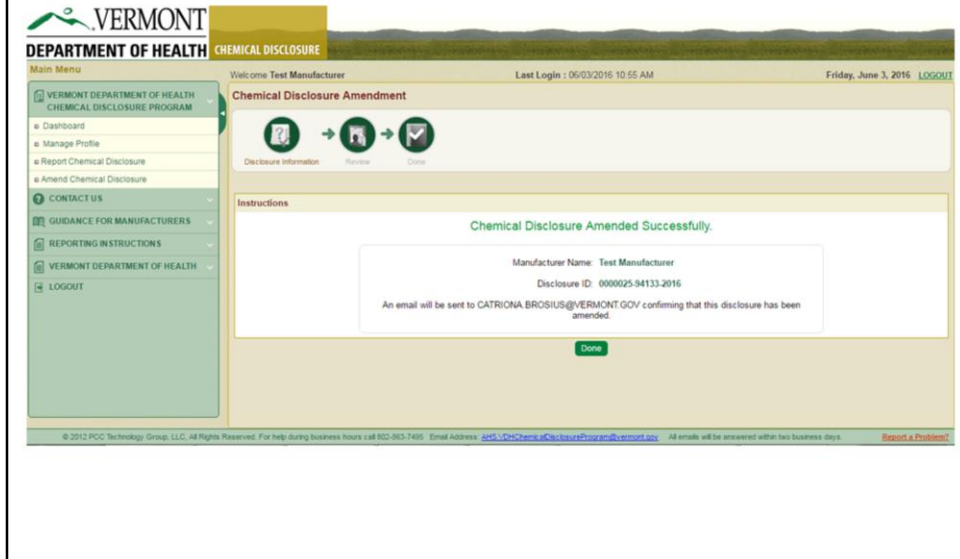
At the bottom of the table are two buttons: 'Back to Edit' and 'Continue'. The footer contains copyright information for PCC Technology Group, LLC, contact details for the Vermont Department of Health, and a 'Report a Problem' link.

Review the data to make sure everything is correct.

If everything looks good, click “Continue.”

If you need to change anything, click the “Back to Edit” button.

VIII. Amend a Chemical Disclosure



A screen will display to indicate that the amendment was successful, and you will receive an email confirmation.

Click "Done" to return to the dashboard.

IX. Edit a Disclosure (Before Paying)

Chemical Disclosure

Manufacturer: **Test Manufacturer**

Chemical Abstracts Services Registry Number (CAS)/ Chemical Name: 84-66-2 Diethyl phthalate

[Click Here](#) to download the Brand Name and Product Model Excel upload template

Upload Brand Name/Product Model Excel File: [Test.xlsx](#)

What is the chemical's primary function in the product?

Which component of the product has the chemical?

What is the maximum concentration of the chemical in the component?

Brick

Trade Secret:

Chemical Function	Component	Concentration	Brick	Actions
Adhesive	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Equal to or more than 500 ppm but less than 1,000 ppm	10000761 Cosmetic Paints/Shimmers/Glitters	<input type="button" value="✓"/> <input type="button" value="✗"/>

Vermont Department of Health

If you are still in the disclosure screen, you can use the edit button (Red arrow is pointing to it) to edit your disclosure.

In the above screenshot, imagine that the chemical function should have been entered as "Fragrance" instead of "Adhesive."

To make this change, click the edit button that the arrow is pointing to in the screenshot.

IX. Edit a Disclosure (Before Paying)

Chemical Disclosure

Manufacturer: **Test Manufacturer**

Chemical Abstracts Services Registry Number (CAS)/ Chemical Name: **84-66-2 Diethyl phthalate**

[Click Here](#) to download the Brand Name and Product Model Excel upload template

Upload Brand Name/Product Model Excel File: **Select File** **Upload** **Test.xlsx**

What is the chemical's primary function in the product?: **Fragrance**

Which component of the product has the chemical?: **Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)**

What is the maximum concentration of the chemical in the component?: **Equal to or more than 500 ppm**

Brick: **10000761 Cosmetic Paints/Shimmers/Glitters**

Trade Secret: **No**

Update Data for this Chemical to my Disclosure **Cancel**

Chemical Function	Component	Concentration	Brick	Actions
Adhesive	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Equal to or more than 500 ppm but less than 1,000 ppm	10000761 Cosmetic Paints/Shimmers/Glitters	

Save this Disclosure and Add Chemical Data for a NEW Chemical **Save this Disclosure and Pay**

Vermont Department of Health

When you click the edit button next to a disclosure, the function set will populate with what you already selected.

Correct the function (and/or any other field that needs to be changed), then click "Update Data for this Chemical to my Disclosure."

IX. Edit a Disclosure (Before Paying)

Chemical Disclosure

Manufacturer: **Test Manufacturer**

Chemical Abstracts Services Registry Number (CAS)/ Chemical Name: **84-66-2 Diethyl phthalate**

[Click Here](#) to download the Brand Name and Product Model Excel upload template

Upload Brand Name/Product Model Excel File: **Select File** **Upload** **Test.xlsx**

What is the chemical's primary function in the product?: **-Select-**

Which component of the product has the chemical?: **-Select-**

What is the maximum concentration of the chemical in the component?: **-Select-**

Brick: **-Select-**

Trade Secret: **No**

Add Data for this Chemical to my Disclosure

Chemical Function	Component	Concentration	Brick	Actions
Fragrance	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Equal to or more than 500 ppm but less than 1,000 ppm	10000761 Cosmetic Paints/Shimmers/Glitters	

Save this Disclosure and Add Chemical Data for a NEW Chemical

Save this Disclosure and Pay

After you click “Add Data for this Chemical to my Disclosure” you will see that the function has been updated.

From this point, you can either continue adding more function sets, add data for a new chemical, or save and pay.

X. Edit Profile

The screenshot shows the 'Edit Profile' page for a manufacturer. The page has a header with the Vermont Department of Health logo and 'CHEMICAL DISCLOSURE' text. A main menu on the left lists options like 'Dashboard', 'Manage Profile' (highlighted with a yellow box and 'Step 1'), 'Report Chemical Disclosure', 'Amend Chemical Disclosure', 'CONTACT US', 'GUIDANCE FOR MANUFACTURERS', 'REPORTING INSTRUCTIONS', 'VERMONT DEPARTMENT OF HEALTH', and 'LOGOUT'. The main content area is titled 'Profile' and contains a form with two sections: 'Manufacturer' and 'Manufacturer Name'. The 'Manufacturer' section has a 'Manufacturer ID' field with the value '0000025'. The 'Manufacturer Name' section has a field with the value 'Test Manufacturer' (highlighted with a yellow box and 'Step 2'). The page also includes a welcome message 'Welcome Test Manufacturer', a last login timestamp 'Last Login : 06/10/2016 12:45 PM', and the current date 'Friday, June 10, 2016' with a 'LOGOUT' link.

Editing your profile:

To make changes to your profile, click on “Manage Profile” in the left menu, then click the name of your company, which is a hyperlink.

X. Edit Profile

The screenshot shows a web application for the Vermont Department of Health's Chemical Disclosure program. The page title is "Update Manufacturer Profile". On the left is a "Main Menu" with links: "VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM", "CONTACT US", "GUIDANCE FOR MANUFACTURERS", "REPORTING INSTRUCTIONS", "VERMONT DEPARTMENT OF HEALTH", and "LOGOUT". The top navigation bar includes "Welcome Test Manufacturer", "Last Login : 06/10/2016 01:18 PM", "Friday, June 10, 2016", and a "LOGOUT" link. The form is divided into sections: "Manufacturer Information" with fields for "Name of Manufacturer" (Test Manufacturer), "Physical Address of Manufacturer" (Address line 1: 123 Test Manufacturer Street, City: Burlington, State: Vermont, Country: United States, Zip Code: 05402), and "Contact Person Information" (Name: Test Manufacturer Contact, Address line 1: 234 Test Contact Street, City: Burlington, State: Vermont, Country: United States, Zip Code: 05402, Email: catriona.broskus@vermont.gov, Phone: (802) 123-1234). At the bottom, there is a question "Do you want to select a Trade Association who can report a Chemical Disclosure on your behalf?" with "Yes" and "No" radio buttons. "Continue" and "Clear" buttons are at the bottom center. A footer contains copyright information and a "Report A Problem" link.

From here, you can change anything about your profile, aside from the manufacturer or trade association name.

You can also add more trade associations on this page.

Once you have made all desired changes, click “Continue.”

X. Edit Profile

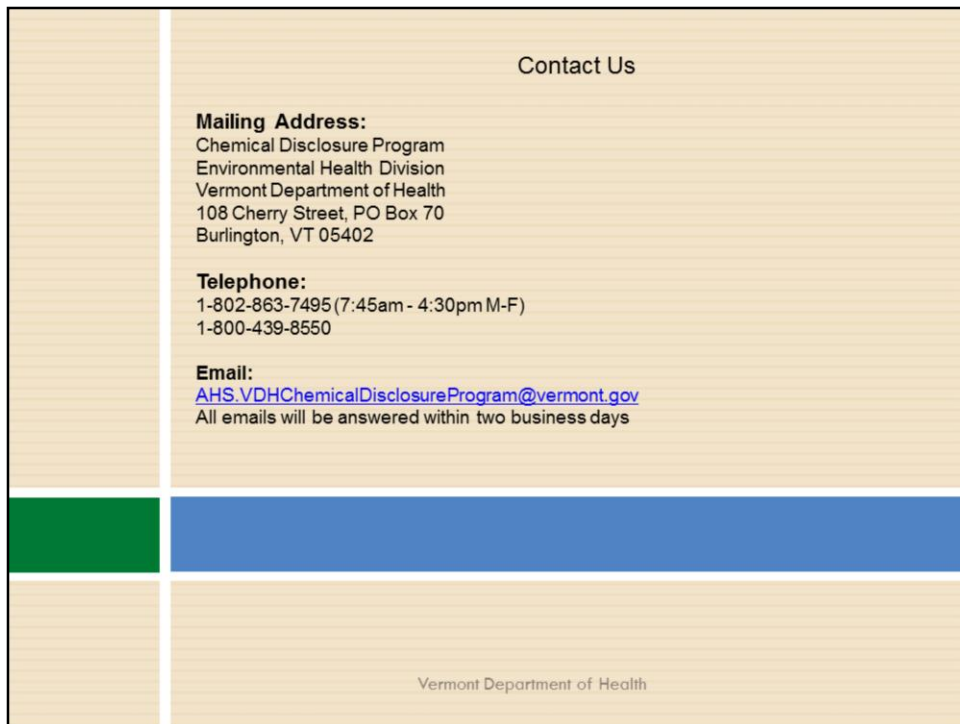
The screenshot shows a web application interface for the Vermont Department of Health Chemical Disclosure program. The page title is "X. Edit Profile". The header includes the Vermont Department of Health logo and the text "VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE". A navigation menu on the left lists: "VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM", "CONTACT US", "GUIDANCE FOR MANUFACTURERS", "REPORTING INSTRUCTIONS", "VERMONT DEPARTMENT OF HEALTH", and "LOGOUT". The main content area is titled "Update Manufacturer Profile" and contains the following sections:

- Manufacturer Information**
 - Name of Manufacturer: Test Manufacturer
- Physical Address of Manufacturer**
 - Full Address: 123 Test Manufacturer Street, Burlington, VT, 05402, USA
- Contact Person Information**
 - Name: Test Manufacturer Contact
 - Full Address: 234 Test Contact Street, Burlington, VT, 05402, USA
 - Email: catriona.brosius@vermont.gov
 - Phone: (802) 123-1234
- Contact Person Information**
 - Do you want to select a Trade Association who can report a Chemical Disclosure on your behalf: ☐ Yes ☒ No

At the bottom of the form are two buttons: "Back" and "Update Manufacturer Profile".

Review your profile information.

If everything is correct, click "Update Manufacturer Profile." (This will say "Update Trade Association Profile" if you created a trade association profile).



This is what you see when you click “Contact Us” on the left menu.